

U.S. DEPARTMENT OF COMMERCE
U.S. Census Bureau, Denver Regional Census Center
<http://www.census.gov/roden/www/2010emply.html>
Recruiting Bulletin

ISSUE DATE: 10/28/2009
CLOSING DATE: 11/06/2009

Internal Recruiting Bulletin No. 3124-AA-09-138-13(I)

ADMINISTRATIVE ASSISTANT (AA)

Salary : \$13.25 per hour

EXCEPTED SERVICE APPOINTMENT: This is a temporary full-time appointment not to exceed September 25, 2010.

AREA OF CONSIDERATION: All *current* Census employees

NUMBER OF VACANCIES: One

DUTY LOCATION: Local Census Office in Henderson, NV

Payment of relocation expenses IS NOT authorized.

QUALIFICATIONS: Must pass a test and have some clerical experience sufficient to perform the duties. Call 702-750-3430 to be scheduled for the test

HOW TO APPLY: OF-612 (Optional Application for Federal Employment, which is available on the website) or resume' to the Census Office in Henderson, Nevada. See Appendix for required information

DUTIES: Administrative Assistant (AA): The Administrative Assistant is responsible for supporting the Local Census Office Manager (LCOM) and a team of Assistant Managers.

- Maintains the LCOM's calendar and schedules appointments and meetings.
- Receives and reviews incoming correspondence and other materials.
- Reviews outgoing correspondence and materials for procedural and grammatical accuracy and conformance with policy.
- Controls documents requiring action by a specific date; follows up to ensure that such deadlines are met.
- Keeps a running account of pertinent office events during the LCOM's absence and carries out delegated duties such as insuring the assembly of specific reports by deadline dates.
- Makes travel arrangements, prepares travel vouchers, computing per diem and mileage reimbursements.
- Forwards all the necessary documentation to the Regional Census Center.
- Provides general administrative and clerical support for management team.

Applications must be received by the closing date or the test date, whichever is later. Applications received after these dates will not be considered. Applications will not be accepted by e-mail or fax. Use of Government agency envelopes to file a job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or sent from a Government FAX machine will not be accepted.

Questions? Call Henderson LCO Recruiting at 702-750-3430, on or after October 28, 2009.

Appendix

(REQUIRED INFORMATION ON OF-612 OR RESUMÉ)

The following information must be reflected in your application/resume'. It is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- An e-mail address is optional.
- Social Security number
- Country of citizenship (this Federal job requires U.S. citizenship).
- Highest Federal civilian grade held (if applicable)
- Veteran's Preference – Applicants claiming 10-point veteran's preference MUST submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g. other languages, typing speed, computer software/hardware, tools, etc.) certificates/licenses (current), and honors, awards, and special accomplishments (e.g. publications, memberships in professional societies, etc.).

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be terminated after you begin work; or you may be fined and jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Public law requires all new appointees to present proof of identity and employment eligibility(e.g., U.S. citizenship).

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.